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Rules and Regulations for the Government of the Public Schools, Montgomery, Alabama (Classic Reprint)

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Excerpt from Rules and Regulations for the Government of the Public Schools, Montgomery, Alabama

He shall devote himself exclusively to the duties of his office, and shall, so far as possible, acquaint himself with all matters pertaining to school organization, discipline, and instruction.

9. He shall keep regular office hours, other than school hours, for the purpose of issuing permits to pupils applying for admission to the schools, or conferring with teachers and patrons, and of attending to any other business connected with his office.

10. He shall prescribe, subject to the approval of the Board of Education, the course of study and the text-books, which shall be the same for corresponding grades in all the schools.

11. He shall make and enforce such regulations; not in conflict with the general rules of the Board, as he may deem conducive to the best interests of the school.

12. He shall determine the forms of registers, reports, blanks, etc., and shall have the same prepared. He shall see that all records are properly kept, and shall require them to be placed on file in his office at the close of the school year. These records must show the attendance and punctuality of teachers, the enrollment, attendance, punctuality, deportment, and scholarship of pupils, the name, age, sex, residence, and date of admission of each pupil, and all cases of withdrawal, suspension, or dismission of pupils, with the date and cause thereof.

13. He shall visit the schools, direct teachers as to the best modes of instruction and government, and advise and aid them in the performance of their duties; give his personal attention to the classification of pupils in accordance with the course of study prescribed, and see that all the rules and regulations are duly enforced.

14. He shall appoint such meetings of teachers as he may deem necessary for giving them instructions and directions in the discharge of their duties, for the study of subjects taught in the schools, for the discussion of methods of teaching, and for the purpose of securing uniformity in grade work and discipline.

15. He shall collect all non-resident fees and keep a record of the same. In collecting the fees he may require the aid of the Principals of the schools.

16. No child shall be admitted to any school outside of the District in which he resides, except in case the grade in his own District for which he is prepared is full, and vacant seats exist in the corresponding grade in another school. In such cases, and whenever, in his judgment, the welfare of the schools demands it, the Superintendent shall have power to grant transfers from one school to another.

17. The Superintendent shall keep a register of the names and addresses of all applicants for employment as teachers. Whenever an examination is to be held for the purpose of filling vacancies, as may be directed by

the Board of Education, he shall notify all applicants of the time and place and shall furnish them a list of the subjects in which they are to be examined. He shall give the Board of Education such assistance as they may require in conducting an examination, and shall inform teachers of their election, salary, and term of office.

18. He shall allow no school building or other school property to be used for other than Public School purposes, except by special permission of the Board of Education.

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